

DEPARTMENT OF HUMAN SERVICES POLICY AND PROCEDURES		
Reference: 05-01	Effective Date: November 25, 1988 Revision Date: March 18, 1996	Page: 1 of 2
SUBJECT: SECURITY & RISK MANAGEMENT		
<p>RATIONALE: It is the policy of the Utah Department of Human Services to provide for the security and safety of its employees, clients, visitors and property. In order to insure this security and safety, all employees of the Department must exercise certain actions along with common sense in the day-to-day function of their job.</p> <p>This policy sets out actions to be taken to decrease the risk exposure of the Department as well as actions to be taken in case of dangerous situations occurring. It also sets forth requirement for reporting of incidents and injuries to allow the Department to better plan for and implement programs for increased security and safety.</p>		

The purpose of this policy is to define security and risk management areas of concern and establish guidelines and procedures for the protection and safeguarding of agency personnel and property.

The policy is applicable to all agencies of the Department and all facilities, owned or leased, occupied by departmental agencies for the conduct of department business. Nothing in the attached annexes should be construed as prohibiting agency/facility directors from implementing stricter security and/or risk management policies in their own facilities or operations.

The format of this policy will be a series of ANNEXES covering various aspects of security and risk management. Individual annexes can be updated without republishing the entire policy.

In order to provide the ability to respond to security and risk management problem areas, all new employees will receive training in security and risk management as part of their agency orientation. Refresher training will be provided on an annual basis.

This policy will be effective upon the date indicated on the cover page and will remain in effect for the entire Department of Human Services until replaced or rescinded.

Copies of the Security and Risk Management Policy and Annexes are available via the Office of Administrative Support/Risk Management.



DATE: 03-18-96

Robin Arnold-Williams, Executive Director
Department of Human Services

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(ANNEXES ARE CURRENTLY BEING UPDATED)

ANNEXES:

1. Office/Building Security
 - a. Key and Lock SOP
 - b. Intrusion Detection Systems
 - c. Bomb Threat Plan
 - d. Counter-Terrorism Plan
 - e. Hostage Negotiation Plan
2. Building Closure Plan
3. Maintenance of Buildings and Grounds (Safety)
4. State Vehicle Use
5. Program Policies Plan
6. EDP Plan
7. Natural Disaster/Fire Plan